

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

TO: Chief Procurement Officer

FROM: Department of Public Safety, Health Care Division
(Department/Division/Agency)

'03 APR 15 A10 55

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

Nursing services for correctional facilities on Oahu, Hawaii, Maui, and Kauai.

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

Name of Service Provider Altres Staffing, Inc. dba Altres Medical	Cost: \$17,500 (estimate)	Term of Contract: From: April 16, 2003 To: April 25, 2003 or sooner
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Contracts were in place with Altres Staffing, Inc. and Island Staffing Services, Inc. for the period August 1, 2001 to July 31, 2002. The option to extend the contracts was exercised on June 14, 2002. Unfortunately, the Department did not receive the agreement and the process had to be repeated. Only Island Staffing was able to have a fully executed agreement to extend the contract by July 31, 2002. Upon sending the Altres Staffing supplemental agreement to the Attorney General's Office for approval as to form, we were advised that approval could not be given to extend a contract after the original contract time of performance period expires. Under the original contract, Altres Staffing is the 1st provider contacted for nursing services. Island Staffing was originally the 3rd provider to be called. It is not in the best interest of the State to have the 3rd provider be the sole provider; therefore, the Department is re-soliciting the services.

On March 24, 2003, the State Procurement Office granted an exemption from Chapter 103F until April 15, 2003. The Department issued the new RFP on February 6, 2003, with a submittal deadline of March 5, 2003. We received proposals from three applicants. All applicants are registered with the SPO. The Health Care Division staff completed the evaluation process and transmitted their recommendation to award to the Deputy Director for Corrections and Director for approval on March 31st. We received approval to award on April 3rd. The Statement of Findings and Decision was sent to the three applicants on April 7th. The contracts were picked up or mailed to the applicants on April 10th. The Department had hoped to execute the contracts for the Oahu based applicants (BCP Inc. dba Nursefinders of Hawaii and Altres Staffing Inc. dba Altres Medical) by April 15th. We respectfully request an exemption to continue to use Altres Staffing as the Department's 1st provider until the new contracts are executed.

P.E.H. Number _____

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The Department will continue to use the providers as awarded under the Request for Proposals PSD 01-HCD-25. The original contract was a multi-year contract and the Department was in the process of exercising its first option to extend the time of performance.

A description of the state agency's internal controls and approval requirements for the exempted procurement:
The Department will continue to use the terms and conditions as outlined in the RFP PSD 01-HCD-25.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Wesley Mun, Health Care Division Administrator

Direct questions to:
Mary Ann Teshima

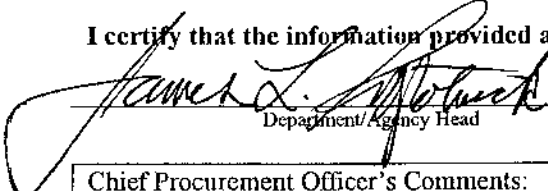
Phone Number:
587-1236

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR:

Yes ☐

No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.


Department/Agency Head

4/15/03
Date

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator
State Procurement Office


Chief Procurement Officer

4/16/03
Date